Opening Date:	September 17, 2015	**Closing Date:**	October 1, 2015
Job Title:	Judiciary Clerk III (Mixed Duties)	**Position Type:**	Regular Full Time
PIN:	084665	**FLSA Status:**	Non-Exempt
Location:	Circuit Court for Talbot County	**Grade/Salary:**	J7 $32,674 - $38,760
	Easton, Maryland	**Financial Disclosure:**	No

Essential Functions: Provides courtroom assistance for all types of cases; Records proceedings of court activity in a clear concise and legible manner to be used for permanent docket; Responsible for all functions and duties of Civil General cases; Opens, processes and maintains civil case files by reviewing pleadings, typing docket information by using the computer and establishing case file folders; Assists the public, attorneys and staff by providing information about the status of cases or about Clerk's office procedures, both in person and by telephone; Prepares summonses, writs, commitments, releases, bills, bail bonds and other documents for distribution; Uses cash register to ring up court costs, fines, bond, etc. and balances register daily; Runs daily reports for registers on an as needed basis; Reviews criminal disposition and creates reports; Performs all related job functions as assigned.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:
- A) One year of experience working in a trial or appellate court or
- B) One year of experience on the field of criminal justice, parole and probation, legal, or other field, where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Note: Applicants may substitute education in any field from an accredited college or university for up to two years of the required <u>clerical experience</u> at a rate of 30 semester credit hours for each year of experience.

In addition, applicants may substitute education in criminal justice, paralegal or judicial studies, or a related field for the required <u>court experience</u> at a rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Ability to apply job related terminology, policies, procedures, regulations and laws, and to define problems, collect data, establish facts, record data, and appropriately complete forms and provide information to customers; Ability to perform all functions of the Civil General position; Knowledge of basic arithmetic and the ability to make change; Ability to manage multiple task, sort process, proofread, calculate court costs and verify documents; Ability to operate various types of Office and Recording equipment such as scanner, cash register, mail meter machine, copier, fax, computer or terminal; Ability to communicate effectively with the public, court personnel and provide information in a polite manner; Ability to type and use a personal computer; Ability to perform all the essential job functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

> **Circuit Court for Talbot County**
> **11 N. Washington Street, Suite 16**
> **Easton, MD 21601**
> **Attn: Hon. Mary Ann Shortall, Clerk of Court**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.